



MINUTES OF THE BUSINESS MEETING
Held September 5, 2023

The September 5, 2023, Business Meeting was called to order at 5:15 p.m., by President Schilperoort. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2640 E. Edison Avenue, Suite 1, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

Tyler Schilperoort, Commission President
Arnold Martin, Commission Vice President
Jim Grubenhoff, Commission Secretary
Rob Faber, Legal Counsel
Jay Hester, Executive Director

Adam Smith, Project Manager
Travis Jansen, Operations Manager
Delilah Seanz, Finance Director
Jasmine Chavez, Administrative Assistant

GUESTS:

Vicky Frausto – Sunnyside resident
Jorge Galvan – Sunnyside resident

GUEST COMMENTS: Vicky commented that this is her first time attending a Port meeting. She was born and raised in Sunnyside and left for 9 years to attend the University of Washington where she received a bachelor's degree. She works remotely for UW in Human Resources and Organizational Development and Training and is currently running for city council. Vicky is attending today's meeting to learn more about the Port.

Jorge Galvan is a long-time Sunnyside resident and is also running for city council. He attended college in Phoenix and upon his return started a trucking business when he was 21. He is also interested in learning about the Port as his new CDL school will neighbor the Port's operations office out on Midvale Road.

DISCUSSION / ACTION ITEMS:

FINANCE DIRECTOR: Delilah presented the preliminary budget for review. The preliminary budget hearing will be held at the next Port meeting on September 18, 2023.

EXECUTIVE DIRECTOR:

- **Nutrien Lease** – Jay discussed the new lease for Nutrien. The lease will be a 5-year term with a 5-year renewal option.

PROJECT MANAGER:

- **Vacant Rental Homes** – The two properties on Sunnyside-Mabton Hwy need to be cleaned up. The houses and surrounding trees will be removed. The houses can be done immediately after approval and the trees can be removed in the spring. Two bids were received, one from Darrell Downing Construction for \$55,154.94 and the other from Tri Valley Construction for \$81,726.00.
- **Tenant Improvement Project** – The layout for suit 4 from BORArchitecture was recently received. Discussion with Inspire on the layout is still taking place to come up with the final version. Once completed, a price can be determined, and the project can be sent out for bid.

OPERATIONS MANAGER: They are currently working on solutions to solve the plugging issues in the MBR. Inquiries to several manufacturers have been made to find better filtration. A suggestion from S.P.Kinney for a self-cleaning automatic strainer was received. The unit and controls would cost approximately \$51,015 and could take 25-30 weeks to arrive. Additional monitoring equipment may also be needed. A meeting with Parametix is scheduled to investigate the unit and installation process. Travis has heard good feedback on this unit and hopes this is the solution to the plugging issue.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on August 21, 2023. Payroll issued on August 18, 2023, in the amount of \$51,561.13 and payables issued on August 25, 2023, in the amount of \$130,955.33 and totaling \$182,516.46. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Land Lease with Nutrien and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to award the contract of \$55,154.95 to Downing Construction to remove houses, and associated trees located at 2461 and 2551 Sunnyside Mabton Hwy and authorize Adam Smith to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the purchase of S.P.Kinney Automatic Strainers for an amount not to exceed \$60,000.00 and authorize Travis to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION The Executive Session was opened at 6:17 p.m. by President Schilperoort to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 Subsections C, and G respectively. The session was expected to last 20 minutes with no action expected. The session ended at 6:37 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:41 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Secretary